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UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Home Economics, Washington, D. C.

EXPLANATION OF SUMMARY OF WEEK'S TIME RECORD

The attached Summary of Week's Time Record shows how your time was spent during the week of your time study. Your record has been classified for the Bureau's bulletin in more detail than is shown here, but the figures on the two pages of the Summary will probably be all you will care to have for studying your use of time and planning a time schedule.

Most of the activities listed will explain themselves, but the following explanation of some of them may be helpful:

HOMEMAKING includes all housekeeping and management for the homemaker's own household and the care of its members.

Preparing and Clearing away meals. Other includes extra meals, "bites" between meals, and food prepared separately from the regular meals and eaten at several meals, such as homemade bread or cake.

Other food includes all activities connected with food aside from Preparing and Clearing away meals. For example, the preservation of food, such as canning or making sausage, preparing and clearing away the baby's feedings and refreshments for social affairs, making candy, popcorn, and so forth, and putting away or storing food.

Care of fires includes all work connected with fires for cooking and heating, such as cutting kindling, carrying fuel, tending to fires and cleaning out and emptying ashes or soot. It does not include care of stoves, such as polishing or cleaning the outside, or putting up stoves.

Making, installing, repairing includes such activities as making a fireless cooker, painting wood work, putting up stoves, mending chair.

Other house includes care of house plants, filling oil lamps or ice box, storing furnishings and so forth.

Sewing and fancy work includes cutting, fitting, sewing, embroidering, knitting, crocheting and all other processes connected with making and remodeling clothing and textile furnishings.

Other clothing and textiles includes brushing, airing, pressing, cleaning and dyeing clothes, polishing shoes, packing clothes away, and so forth.

Care of members of household includes bathing, dressing, feeding, home nursing, and all other physical care of members of the household and such other direct care as teaching, supervising, counseling and amusing. It does not include taking children out walking, on outings, to entertainments, and so forth. These are put under the homemaker's Leisure.

Planning and recording includes planning expenditures and keeping accounts, planning housework, dresses, kitchen shelves, copying recipes, writing, telephoning and any other planning, arranging or recording in connection with homemaking. It also includes any time described as spent in making this week's study of the Use of Time.

Other homemaking management includes supervising persons in Homemaking work, borrowing articles, searching for articles, and so forth.

Other homemaking includes all homemaking activities which do not belong under the other headings.

HELP IN HOMEMAKING includes help given to the homemaker in her homemaking work by members of the household and others.

EXPLANATION OF SUMMARY OF WEEK'S TIME RECORD, continued

FARM WORK includes all farm work, whether done for own household or for sale.

Gardening does not include flower gardening for the home, as this is put under Care of house surroundings.

Dairy work includes washing milk separator or other milk utensils as well as milking, making or wrapping butter or cheese and other dairy work. It does not include caring for cows, as this is put under Livestock.

Farm management includes all buying, selling, planning, correspondence, telephoning, supervising and keeping records connected with farm business.

Other farm work includes all farm activities which do not belong under the other headings, such as fixing fences, and such vaguely described activities as "farm work" or "farm chores".

OTHER WORK includes all work for which the homemaker receives pay, the help which she gives to members of her household in work for which they receive pay, and going and returning in connection with such work.

CARE OF SELF

Sleep and rest includes activities described on homemaker's record as "sleeping", "resting", "relaxing", "lying down", "doing nothing", "idle", "ill".

Care of person includes bathing, dressing, shampooing and so forth.

Other care of self includes medical and nursing care and such other care of self as doing exercises.

LEISURE

Meetings and study includes attending church, classes, lectures and all other meetings, and all studying, except when they are work for organizations, such as attending committee meeting of a club or studying lesson to teach in Sunday school. These are put under Work for organizations.

Work for organizations includes sewing, teaching, correspondence, telephoning and any other unpaid work for an organization.

Care of persons not members of the household includes all unpaid activities done for relatives, friends or other persons not members of the household.

Informal social life includes talking, "visiting", playing games, singing or other informal recreation with other people.

Social affairs and entertainments includes attendance at receptions, teas, dances, social clubs, and other parties, movies, plays, concerts, ball-games, parades, and all other entertainments.

Outings and sport includes picnics, drives, taking walks, swimming, boating, fishing and all other outdoor recreation.

Other leisure includes watching storm, writing letter to friend, playing piano, and all other leisure time activities not included above, and such vaguely described leisure time activities as "recreation" or "free time".

OTHER includes care of pets, purchasing or care of automobile and all other activities which are not included above or which were not described by the homemaker clearly enough to be put under any of the other headings. For example, "telephoning", "reading mail", "errands" and "in town" are put here. Time wholly unaccounted for on the record is also put here.

GOING AND RETURNING under the various headings includes all going to places away from the home and farm in connection with the activities under those headings, and returning home. Whenever the homemaker did not show the time for going and returning separately from the time spent at the places to which she went, the amount of time for going and returning was estimated.

